

# LEXINGTON TOWNSHIP

7227 Huron Avenue  
Suite 200  
Lexington MI 48450-0099  
Phone: 810-359-5500  
Fax: 810-359-5481  
e-mail: lextwp@greatlakes.net

Chad Partaka, Supervisor  
Michael VanderGraaff, Clerk  
Davianna McAllister, Treasurer  
John O'Hair, Trustee  
William Watson, Trustee

***DATE OF THIS MEETING: January 9, 2009***

## ***MINUTES***

***CALL TO ORDER BY SUPERVISOR @ 1:25PM***

***SALUTE TO THE FLAG***

***ROLL CALL:***

**Present: O'Hair, McAllister, VanderGraaff, Partaka**

**Absent: Watson**

1. Work session to discuss township policy manual, secretarial position, and review resumes

Discussion: Various aspects of a secretarial position were discussed, including pay rate, hours, job description. Resumes received for the position were reviewed.

MOVED BY: PARTAKA

SECONDED BY: VANDERGRAAFF

To send letters scheduling appointments and notifying applicants of work schedule and pay rates for the 12 resumes selected by board.

ALL YEAS

MOTION CARRIED

MOVED BY: PARTAKA

SECONDED BY: O'HAIR

To hold special meeting at 6:00PM January 22, 2009 to work on policy manual for township

ALL YEAS

MOTION CARRIED

## **CLOSE OF MEETING:**

MOVED BY: O'HAIR

SECONDED BY: PARTAKA

To ADJOURN AT 3:00PM

ALL YEAS

MOTION CARRIED